

250. Reimbursement for Council Member Expenses /Stipends

Reimbursement

Members of the ~~Council~~ ADDPC are eligible for reimbursement of allowable expenses related to their attendance and participation at ~~Council meetings, Council committee meetings~~ ADDPC full council meetings, standing committee meetings, and other ~~Council~~ ADDPC sponsored activities, under the terms of state law and the policies of the Arizona Department of Economic Security. Reimbursable expenses include, but are not limited to mileage, transportation services, meals, lodging, respite/child care, interpreter and attendant services ~~and stipends~~. All reimbursement will be based on necessity and demonstrated ~~ion of need~~ per travel event. ~~Council~~ Members will be individually responsible for complying with all procedures related to submitting necessary forms and documents to obtain reimbursement. ~~Council~~ ADDPC staff will assist in the processes of reserving hotel rooms, arranging accommodations, and providing support for submitting requests for reimbursement, as needed by ~~Council~~ members.

~~Council~~ ADDPC members will hold the primary responsibility of making arrangements for personal care attendants when needed. If assistance is required in making arrangements, members will contact the ~~Council~~ ADDPC office. Payments will be made directly to ~~Council~~ members as reimbursement for costs associated with personal care attendant services. Members will be responsible for paying their attendants directly, and requesting reimbursement through the ~~Council~~ ADDPC office within 30 days of the event. Backup documentation must be provided with reimbursement requests including information on the event attended, number of hours of assistance provided, and an explanation of necessity of services. Forms for this purpose will be made available by the ~~Council~~ ADDPC office. Members will be reimbursed according to the level of service provided. Level One includes: companion and driver assistance, as well as some assistance with daily activities (i.e. eating, etc.). Level Two would include a higher level of assistance than described in Level One. The maximum reimbursement rate per day for Level One services is \$50. The maximum reimbursement rate per day for Level Two services is \$100.

Stipends

~~Council members will be offered a stipend of \$25.00 for each Developmental Disabilities Planning Council meeting attended if such member is not employed or must forfeit wages from other employment, to attend Council meetings and perform other Council duties. Council members will comply fully with all requirements necessary to document qualifications and eligibility for stipend reimbursement.~~

In accordance with the Developmental Disabilities and Bill of Rights Act of 2001, the ADDPC will ~~provide~~ offer stipends to members of the ADDPC if a member is not employed or must forfeit wages from other employment to attend ADDPC meetings and perform other ADDPC duties.

Payment of the stipend amounts outlined below will be upon request of the ADDPC member.

Prior to submitting a request for stipend, members will be reminded to determine if receipt of stipend payment will adversely affect public benefits that impose income limits to maintain eligibility.

For members not employed, hours spent participating in ADDPC meetings or in the performance of ADDPC duties, including travel time to and from meetings, will be used in calculating the stipend amount. The hourly rate will be set at the current Federal Minimum Wage amount.

For members forfeiting wages to attend ADDPC meetings or perform duties, stipend payments will be calculated against the hourly rate of pay for the member, up to a maximum of \$70.00.